

**Ways and Means Committee (W&M)**  
**Delegate Sheila E. Hixson, Chairman**  
**Delegate Samuel I. Rosenberg, Vice Chairman**

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**Witness Guidelines and Committee FAQ's**

**Witness Guidelines:**

**Public Hearings:**

Public hearings will initially be scheduled on Tuesdays, Wednesdays, and Thursdays during the legislative session. Later in the session, some hearings may need to be scheduled on Mondays or Fridays to accommodate workload increases. Please monitor the General Assembly Hearing Schedule for scheduled hearings.

**Testimony:**

All written testimony (35 copies) must be submitted to the Committee staff in Room 131 at least 45 minutes before the announced time of the public hearing. Printed materials will be distributed on the member's desks only by committee staff.

Oral testimony is limited to three minutes for individuals and five minutes for groups. The Chairman reserves the right to alter this limit so that both proponents and opponents have the opportunity to be heard. All witnesses must be signed-in before the hearing begins – no exceptions will be allowed.

Note: Any individual requiring special assistance should call Monica Ettinger at least 48 hours prior to the hearing at 410-841-3469.

**Voting Records:**

Copies of all recorded votes of the Ways & Means Committee are available at the information desk in the Legislative Services Building, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the House floor on a committee report. A copy of the recorded House floor votes can be obtained from the Chief Clerks Office in the State House.

**Bill Folders:**

For each bill assigned to the Ways and Means Committee, an individual folder is created which contains: a copy of the bill, a fiscal note, any amendments, written testimony submitted at the public hearings, a listing of witnesses who signed-up to testify, the committees recorded vote, and the floor report (if voted out of committee). Master committee folders are not allowed to be taken from the committee office, but copies can be made of the contents.

**Floor Reports:**

Floor reports will be prepared for each bill that is reported favorable or favorable with amendments. The floor report contains a summary of the legislation, an explanation of any amendments, a description of the fiscal impact, and other background data.

For more information, please call the Ways and Means Committee at 410-841-3469.